

**FIRST EVANGELICAL LUTHERAN CHURCH
CARLISLE, PENNSYLVANIA**

**PART-TIME CANTOR JOB DESCRIPTION
15-20 hours/week (variable according to choir/church season)**

The Cantor is a Christian able to articulate the basic faith of Christ's church, particularly as it relates to worship and music and Lutheran liturgical practice. This ability may be developed while in the position, through continuing education and work with the pastor. As a trained professional musician, the Cantor will help to lead the congregation in worship, the central activity around which and by which the rest of our ministries are shaped and nurtured.

The Cantor shall be responsible for:

I. ORGANIZATIONAL RELATIONSHIPS

- A. Reports to and is responsible to the pastor.
- B. Reports to the Congregation Council monthly, in writing.
- C. Relates to the congregation by the continuing development and maintenance of a multifaceted music ministry.
- D. Serves as advisor to the Worship and Music Committee and attends all meetings (approximately 4-5 times/year).

II. SPECIFIC RESPONSIBILITIES

- A. Plans all worship services in collaboration with the pastor.
- B. Selects the repertoire for and rehearses the Chancel Choir and Handbell Choir.
- C. Serves as organist/musician for all weekly and special (e.g., Advent and Lent mid-week, Holy Week, Christmas Eve) services or engages a qualified substitute.
- D. Plays for member weddings and funerals or engages a qualified substitute (while part-time, the cantor will receive additional payment for weddings and funerals).
- E. Actively recruits new members for the choirs and identifies and encourages the participation of musicians within the congregation in worship.
- F. Helps to provide music programming in faith formation ministries as requested (e.g., Sunday Church School and Vacation Bible School).
- G. Serves as a worship and music resource person for First Lutheran's ministries and staff.
- H. Supervises the use and maintenance of church-owned musical instruments and provides an annual report on their condition to the Property Committee.
- I. Maintains the music library.
- J. Prepares an annual budget proposal for the music department and maintains instruments, purchases music and supplies, etc. within the framework of the approved budget.

III. GENERAL RESPONSIBILITIES

- A. Evaluates First Lutheran's music program to ensure relevancy to our mission and ministry and seeks to expand our program to enhance First Lutheran's total ministry offerings and opportunities.
- B. Engages in continuing education, professional development and personal enrichment, through academic study and professional conferences.
- C. Assumes other duties or roles as considered helpful and mutually agreed upon with the pastor as part of the total mission and ministry of First Lutheran Church.

IV. SKILLS AND QUALIFICATIONS

- A. Bachelor's degree in music, church music, or other related degree preferred.
- B. Experience, skill, and competency in playing the piano and organ.
- C. Experience, skill, and competency in choral conducting and directing choirs of all age groups.
- D. Knowledge of Lutheran theology, liturgical practice, and use of appropriate sacred music in Lutheran worship or willingness to learn.
- E. Ability to work well with others and participate collegially with the pastor, staff and congregational leaders.
- F. Satisfactory criminal record, child abuse registry, FBI fingerprint and other required clearances.

Approved by Congregation Council 1/29/14
Affirmed by Congregation Council 4/3/16
Affirmed by Congregation Council 10/19/21